



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST US Embassy Singapore	2. AGENCY NMRC-Asia	3a. POSITION NO. 100504
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Vacant position. Removal of Secret clearance and change in English language requirements in the PD

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority MCLASS	Administrative Clerk -105	GS-6/ FSN-6	DFS/ CC	06-18-14
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Administrative Assistant	7. NAME OF EMPLOYEE
8. OFFICE/SECTION Naval Medical Research Center Asia, Singapore	a. First Subdivision
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

This position serves as the administrative assistant and performs various administrative duties in support of the Command including the training program, record management, personnel support, leave, awards, pay, sponsorship program, etc. The incumbent reports directly to the Director for Administration (DFA), Singapore. The position involves a myriad of duties that are essential to the administrative support of NMRC-Asia offices in Singapore and Phnom Penh, with manning levels of approximately 16 active duty military, 14 civilians, and 75 contract staff stationed at Phnom Penh.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
<p>a. Training (Command Training Officer) Serves as the Command's Training Officer. Develops and maintains a comprehensive training excel spreadsheet to show all training requirements, provides websites for accessing training and the Command's training completion rate. Updates and maintains training records for all personnel and ensures data entries are made in Fleet Management and Planning System (FLT MPS), Defense Medical Human Resources System-internet (DMHRSi) and requests school quotas in the enterprise Naval Training Reservations System (eNTRS) in accordance with command directives and higher authority.</p>	15
<p>b. Record Management (Command Forms and Records Program Manager) Assistant Command Forms and Records Program Manager. Ensures the proper life-cycle management (creation, maintenance, use and disposition) of DON records and application of pertinent regulations with respect to the production and usage of locally designed and prepared forms.</p>	15
<p>Updates the command master tickler file of reports and alerts action personnel of required reports. To report due dates in order to allow sufficient time for preparation and submission prior to the actual due date. Assists the Administrative Officer with tracking/maintaining a detailed list of all command instructions and coordinating with the Subject Matter Experts (SMEs) to conduct an annual review and update of instructions as required.</p>	15
<p>Drafts and edits various forms of correspondence (e.g., instructions, policies, letters, messages, memorandums, notices, point papers, etc.) from oral instructions or rough drafts. Reviews all documents/correspondence submitted to the administrative department for procedural and grammatical accuracy, conformance with regulation/general policies, and adherence to Navy Correspondence Manual and other standards as applicable. Ensures all pertinent references and information are incorporated and/or available for easy retrieval.</p>	15
<p>c. Personnel Support (Command Personnel Coordinator) Serves as the Command Personnel Coordinator. Assists with the coordination, flow, and verification of all military personnel matters with Personnel Support Detachment (PSD). Attends monthly Command Personnel Coordinator (CPC) meetings, tracks correspondence sent to PSD for processing, and assists command personnel with inquiries regarding pay/entitlements and other military matters.</p>	10
<p>d. Leave (Assistant Command Leave Administrator) Serves as the Assistant Command Leave Administrator (ACLA). Assists the Command Leave Administrator with maintaining the e-leave environment to include structuring the Unit Identification Code (UIC) into departments, assigning the reviewer, watch coordinator, and approver, submitting, correcting, cancelling and approving leave as needed, generating tracking and audit reports as requested. Ensures all leave is annotated on the command calendar, training is up-to-date and travel requirements such as visas and country clearances are submitted in compliance with Department of Defense (DOD) Foreign clearance Guide and the U. S. Department of State travel guidance when leave is submitted.</p>	10
<p>e. Awards (Awards Program Coordinator) Serves as the Awards Program Coordinator. Tracks personnel detaching the command, schedules Awards Board, ensures award packages are submitted to the Command Awards Board according to SECNAVINST 1650.1H and verifies that awards approved at the Command level are entered into Navy Department Awards Web Services (NDAWS).</p>	5

f. Pay (Special Pay Coordinator)

Serves as the Command's Special Pay Coordinator. Monitor, track and notify personnel who are eligible for special pay when to submit their package, ensures the package contains all the required documentation prior to submission and follows up on the package until payment has been made.

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g. Sponsorship Program (Sponsorship Program Coordinator)

Serves as the Command's Sponsorship Program Coordinator. Monitors Bupers Online (BOL) for personnel reporting/detaching the command, utilizes Career Information Management System (CIMS) for tracking enlisted sponsor assignments, submits Gains Questionnaire to incoming personnel and forward the questionnaire to the CO/XO for sponsor assignment. Ensures sponsor has completed sponsorship training, if not, schedules training for the sponsor. Once sponsor is assigned verifies that he/she has sent a Sponsor Letter/Welcome Aboard Package to the member. Coordinates with U.S. Embassy Singapore, GSO Housing section to make sure all required paperwork (housing application, page 2, Dependent Entry Approval, orders) is submitted within established timelines. After member has arrived, ensures he/she completes a Post Sponsorship Questionnaire.

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h. Individual Personnel Tempo (ITEMPO) Coordinator

Serves as the Individual Personnel Tempo (ITEMPO) Coordinator. Responsible for updating ITEMPO to reflect all military personnel who are away from their permanent duty station.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Successful completion of local secondary education or graduating high school education required.
- b. Prior Work Experience:
Minimum 3 years of work experience in administrative duties or managing the administrative functions of a U. S. Navy office is required.
- c. Post Entry Training:
On-the-job training, Command Personnel Coordinator, E-Leave Manager, and Individual Personnel Tempo (ITEMPO) Coordinator training courses.
- d. Language Proficiency:
(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read)
Level III (Good working knowledge) in English both written and spoken is required.
- e. Job Knowledge:
Good working knowledge of U.S. Navy or U.S. Government structures, practices and procedures, particularly in the office management field (e.g. forms, formats, administrative regulations, etc.) required.
- f. Skills and Abilities:
Ability to compose, type and prepare a variety of correspondence in accordance with procedures required.
Ability to maintain office files and records. Must be able to type 40 wpm. Competence in MS Office and Adobe Acrobat software programs required. Must be able to communicate effectively, both orally and writing.

16. POSITION ELEMENTS

- a. Supervision Received:
Receives direction from the Director for Administration and Administrative Officer.
- b. Supervision Exercised:
None
- c. Available Guidelines:
Various Department of Defense (DOD) and Department of State (DOS) instructions, SOPs, regulations, publications, manuals, etc.
- d. Exercise of Judgment:
Use sound and independent judgment in responding to queries for information and its disposition, handling callers, distributing correspondence, making appointments and executing other office responsibilities. Must prioritize and schedule tasks to ensure due dates are met. Interface with all levels of internal/external management while balancing workload prioritization sometimes with short deadline turnarounds.
- e. Authority to Make Commitments:
None

- f. Nature, Level and Purpose of Contacts:
Daily contact with American and LE Staff of various agencies at all organizational levels, and with members of the public, to include official visitors, MINDEF personnel, local American and Singapore business representatives, universities, laboratories, NRSC Sembawang, etc.
- g. Time Expected to Reach Full Performance Level:
90 days